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16 January 1951

MEMORANDUM FOR: CHIEF, PERSONNEL DIVISION

SUBJECT: T/O for Senior CIA Representative in []

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1. In a conversation held with [] Advisor for Management, on 15 January 1951, it was agreed that a limited T/O would be made available to the CIA Senior Representative in []

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2. The T/O agreed upon is as follows:

- a. *Intelligence Officer* (Senior Representative) GS-15
- b. *Intelligence Officer* ~~Executive Officer~~ GS-14
- c. Administrative Assistant GS-9
- d. *Secretary* (Stenographer) GS-7 *6 MS*
- e. *Secretary* (Stenographer) GS-5

3. Because there is no precedent within CIA for such a T/O, the aid of the Chief, Personnel Division, in establishing the T/O mentioned in Paragraph 2 above through the correct channels would be greatly appreciated.

4. The Administrative Assistant in slot c above is visualized as a male or female, preferably not over thirty-five years of age, who possesses a likeable personality in combination with a facility for handling personnel. A thorough knowledge of CIA procedures is highly desirable and, in addition, a knowledge of internal State Department procedures would be also desirable.

5. While the Executive Officer position is tentatively assigned, any recommendations the Personnel Division may have in regard to suitable candidates for slots c, d and e would be appreciated and, of course, the writer requests the privilege of interviewing such candidates.

6. Inasmuch as

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6. Inasmuch as this staff is more of a housekeeping than operational one, area background and language are not requisite; however, a working knowledge of [] would be highly desirable.

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EE-P/GCG/jw

Copy 1,2 - addressee

3 - EE 3 Chrono

4 - EE Chrono

5,6 - Registry

Approved as indicated
Class. & Wags.
[] *27 Jan 51*

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